



KING WILLIAM'S COLLEGE



THE BUCHAN SCHOOL

## Job Description

<b>Job Holder</b>	
<b>Job Title</b>	<b>Cook</b>
<b>Reports To</b>	<b>Head Chef</b>
<b>Job Purpose</b>	

King William's College is committed to safeguarding and promoting the welfare of children. All posts in The Buchan School and King William's College are subject to normal statutory checks.

The post holder is required to provide an excellent catering service to the school during the weekends. During term time, the kitchen caters for approximately 400 plus on a weekday basis and around 60 at the weekends, with additional events and functions though out the year.

## Accountability

The cook is accountable to the Head Chef and provides food for the school community (pupils and staff) and visitors during the school terms.

## Specific Responsibilities

### Main Responsibilities:

- Undertaking the preparation, cooking and presentation of food items for the pupils, staff and visitors,
- Assisting with the food preparation, cooking and service provided to and to outside functions, including a number of silver service dinners;
- Ensuring the working area is appropriate at all times and high levels of cleanliness are maintained;
- Ensuring that the highest possible levels of hygiene and safety standards are maintained;
- Assisting in the recording of all temperatures as required by the Environmental Health Office;
- Ensuring all machinery, equipment and facilities are maintained in good working order and in a safe and sound condition;
- Ensuring the catering operation complies with the College's policy on catering standards;
- Reporting any problems/issues/defects to the Head Chef where appropriate.

**Personal Specification:**

- Relevant Food Hygiene Qualification
- Relevant additional qualification in cookery is desirable
- Relevant Food Hygiene qualification is essential;
- Relevant additional qualifications in Cookery are desirable;
- At least 3-5 years experience in a similar role as a Chef for a medium to large sized organisation;
- The ability to juggle a number of priorities within a busy, diverse kitchen, dealing with large volumes of food;
- Supervisory experience is desirable to be able to deputise for the Head Chef if required;
- Awareness of relevant Health and Safety legislation;
- A personable approach and able to work effectively in a busy team environment,
- Team player.

**The Role:**

- A minimum 35hrs per week, term time only (34 weeks each year),
- Permanent,
- Competitive rates of pay,
- Access to private pension and healthcare (after a qualifying period),
- Free parking.

<b>Approved By (Print Name)</b>		
<b>Date Approved</b>		